

# PRE-PROCUREMENT FACT SHEET

REQUESTER:	PROCUREMENT SPECIALIST:
MS: TEL:	MS: TEL:
PURCHASE REQUEST NO.:	DATE:

The work in your requested procurement activity appears to fall into the category of advisory and assistance services. All contracted activities falling into this category are subject to Organizational Conflicts of Interest (OCI) procedures. Prior to a procurement being awarded, the Laboratory must ensure that an Organizational Conflict of Interest does not exist for the proposed subcontractor/vendor. If an OCI does exist the offeror must be disqualified for the award unless DOE approves of making the award despite the existence of an OCI. In order to assist the Procurement Specialist in determining if an OCI exists and if so whether it can be avoided, neutralized, or mitigated, thus permitting an award, the questions contained in this document must be answered.

Advisory and assistance services are services that support or improve: 1) organizational policy development; 2) decision-making; 3) management and administration; 4) program and/or project management and administration; 5) research and development activities; or professional advice or assistance rendered to improve the effectiveness of management processes or procedures, including those of an engineering and technical nature.

All advisory and assistance services are classified in one of the following definitional subdivisions:

**Management and professional support services:** Contracted services that provide assistance, advice, or training for the efficient and effective management and operation of organizations, activities (including management and support services for R&D activities), or systems. Efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, or administrative/technical support for conferences and training programs are included in this subdivision.

**Studies, analyses, and evaluations:** Contracted services that provide organized, analytical assessments/evaluations in support of policy development, decision-making, and management or administration. Studies in support of R&D activities, acquisitions of models, methodologies, and related software supporting studies, analyses, or evaluations are included in this subdivision.

**Engineering and technical services:** Contracted services used to support a program office during the acquisition cycle by providing such services as systems engineering and technical direction to ensure effective operation and maintenance of a major system as defined in OMB Circular No. A-109 or to provide direct support that is essential to research, development, production, operation, or maintenance of the system.

## INSTRUCTIONS

Complete Sections A, B, and C of this Fact Sheet and return it to the Procurement Specialist listed above. The Procurement Specialist will use it along with information obtained from offerors to determine if the apparent successful offeror has an actual or potential OCI that will cause disqualification from an award if the OCI cannot be avoided, neutralized, or mitigated. You may obtain assistance in completing this form from the Procurement Specialist.

### Section A PROCUREMENT DESCRIPTION

1. Laboratory groups to be served by the subcontractor:
  - (a)
  - (b)
  - (c)
  - (d)

2. Brief description and purpose of the procurement and how the Laboratory will use the subcontractor's services and work products:

3. Brief description of the work:

4. If this is a follow on effort to another subcontract, provide the subcontract number:

**Section B**  
**INFORMATION TO DETERMINE IF OCI APPLIES**

The following questions are used to determine if the support that is to be provided by the subcontractor meets the definition of Advisory and Assistance Services, thus necessitating the imposition of OCI requirements into the procurement transaction.

1. Does the work involve the subcontractor preparing and delivering complete specifications covering non-developmental items to be used in a future competitive acquisition? ☐ Yes ☐ No
2. Does the work involve the subcontractor providing systems engineering? ☐ Yes ☐ No
3. Does the work involve the subcontractor providing technical direction? ☐ Yes ☐ No
4. Will the subcontractor prepare or assist in preparing a statement of work to be used in a competitive procurement? ☐ Yes ☐ No
5. Will the subcontractor provide material leading directly, predictably, and without delay to a statement of work to be used in a competitive procurement?  
☐ Yes ☐ No
6. Will the subcontractor be performing technical evaluations of other firms' offers or products? ☐ Yes ☐ No
7. Will the subcontractor evaluate or provide advice to the Laboratory concerning its own products or activities or those of a competitor? ☐ Yes ☐ No
8. Will the subcontractor require access to proprietary information from others, including the Laboratory or DOE, to perform the work? ☐ Yes ☐ No
9. Will the subcontractor perform work in supporting or improving the organizational policy development for a Laboratory or DOE entity? ☐ Yes ☐ No
10. Will the subcontractor perform work in supporting or improving decision making by a Laboratory or DOE entity? ☐ Yes ☐ No
11. Will the subcontractor perform work to support or improve program and/or project management and administration for the Laboratory? ☐ Yes ☐ No
12. Will the subcontractor perform work to support or improve research and development activities (this is in lieu of or in addition to actual conduct or research or development)? ☐ Yes ☐ No
13. Will the subcontractor provide professional advice or assistance to improve the effectiveness of management processes or procedures? ☐ Yes ☐ No

**Section C**  
**SIGNATURE**

I hereby certify that the information that I have provided above is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Laboratory Requester's Signature

\_\_\_\_\_  
Date